

PHA Plans

Streamlined Annual Version

U.S. Department of Housing and
Urban Development
Office of Public and Indian
Housing

OMB No. 2577-0226
(exp. 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

for Fiscal Year: 2004

PHA Name:

The Housing Authority of the Town of
Sanford (Maine)

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: The Housing Authority of the Town of Sanford (Maine)

PHA Number: ME011

PHA Fiscal Year Beginning: (mm/yyyy)) 04/2004

PHA Programs Administered:

☒ **Public Housing and Section 8**

Number of public housing units: 123

Number of S8 units: 487

☐ **Section 8 Only**

Number of S8 units:

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: William G. Keefer

TDD: 800-545-1833 x514

Phone: 207-324-6747

Email (if available): bkeefe@sanfordhousing.org

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

☒ PHA's main administrative office

☐ PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. ☒ Yes ☐ No.

If yes, select all that apply:

☒ Main administrative office of the PHA

☐ PHA development management offices

☐ Main administrative office of the local, county or State government

☐ Public library ☐ PHA website ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main business office of the PHA

☐ PHA development management offices

☐ Other (list below)

Streamlined Annual PHA Plan
Fiscal Year 2004
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- ☒ 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- ☒ 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- ☒ 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- ☒ 4. Project-Based Voucher Programs
- ☒ 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- ☒ 6. Supporting Documents Available for Review
- ☒ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- ☒ 8. Capital Fund Program 5-Year Action Plan

- ☒ Attachment A: Explanation regarding merging public housing units
- ☒ Attachment B: Explanation regarding CFP 2002 fund allocation issues

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
Sunset Towers ME36-011/002 941 Main Street	5/31/72	100% Caucasian Disability records not kept at that time.	100% Caucasian 53% Disabled	No change
East Side Acres ME36-011/001 Emery, Bates & Bowdoin Streets	1/31/71	100% Caucasian Disability records not kept at that time.	94% Caucasian 4% Asian 2% African American 20% Disabled	-6% Caucasian +4% Asian +2% African American

2. What is the number of site based waiting list developments to which families may apply at one time? 1
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? 2
4. ☐ Yes ☒ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year? 2
2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☒ No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☒ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☒ Other (list below)
Town Hall, Local Maine Department of Human Services offices

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. ☐ Yes ☒ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. ☐ Yes ☒ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. ☐ Yes ☒ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5. ☐ Yes ☒ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program (if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? 5

b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

- Continue discussions with York County Community Action regarding the homeownership education program.
- Market the program to the approximately forty Section 8 tenants that have been pre screened for financial eligibility.
- Hold orientation sessions for interested Section 8 tenants.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- ☒ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- ☒ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below): York County Community Action - 4 years experience
- ☐ Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

☒ Yes ☐ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☒ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- ☐ low utilization rate for vouchers due to lack of suitable rental units
- ☐ access to neighborhoods outside of high poverty areas

☒ other (describe below:)

This option is needed to maintain a high voucher utilization rate.

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

Tract #302.02, in York County, County #031

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

State of Maine

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Increase in affordable housing 5 units by leveraging housing resources.

The Sanford Housing Authority will apply for any Section 8 housing allocation available.

☒ Other: (list below)

Work with the Town of Sanford in the development of a comprehensive housing strategy.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan supports the Sanford Housing Authority Agency Plan by emphasizing:

- High priority for low income renters
- High priority for working poor and families

- High priority for the development of affordable housing for moderate and low income persons living and working in our jurisdiction.

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
Yes	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans</i>	5 Year and Annual Plans
Yes	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
Yes	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
Yes	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
Yes	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
Yes	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
Yes	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
Yes	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
NA	Results of latest Public Housing Assessment System (PHAS) Assessment (or	Annual Plan: Management

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	other applicable assessment).	and Operations
Yes	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
Yes	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
Yes	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
NA	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
Yes	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
NA	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
NA	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
Yes	Policies governing any Section 8 Homeownership program (Section 20 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
Yes	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
NA	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
NA	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
Yes	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
Yes	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the Town of Sanford (Maine)		Grant Type and Number Capital Fund Program Grant No: ME36P011-501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/03 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$42,638		\$42,638	\$42,638
3	1408 Management Improvements	\$7,100		\$7,100	\$7,100
4	1410 Administration				
5	1411 Audit	\$600		\$600	\$600
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$20,500		\$20,500	\$20,500
10	1460 Dwelling Structures	\$86,165		\$86,165	\$86,165
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$0		\$0	\$0
13	1475 Nondwelling Equipment	\$68,635		\$68,635	\$68,635
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$225,638		\$225,638	\$225,638
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program Grant No: ME36P011-501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		\$42,638		\$42,638	\$42,638	Complete
	Staff Training	1408		\$5,500		\$5,500	\$5,500	Complete
	PH Org Review	1408		\$1,600		\$1,600	\$1,600	Complete
	Audit	1411		\$600		\$600	\$600	Complete
	Phone System Upgrade	1475		\$7,732		\$7,732	\$7,732	Complete
East Side Acres ME36-011/001	Replace Playground Equipment	1450		\$20,500		\$20,500	\$20,500	Complete
Sunset Towers ME36-011/002	Reconfigure 2 eff to one 1BR	1460	1	\$84,000		\$84,000	\$84,000	Complete
	Replace Office Flooring	1460		\$2,165		\$2,165	\$2,165	Complete
	Replace Boiler	1475	1	\$40,903		\$40,903	\$40,903	Complete
	Computer Hardware	1475	1	\$20,000		\$20,000	\$20,000	Complete

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program No: ME36P011-501-00 Replacement Housing Factor No:				Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	9/30/02		3/31/02	9/30/04		12/31/02	
East Side Acres ME36-011/001	9/30/02		3/31/02	9/30/04		12/31/02	
Sunset Towers ME36-011/002	9/30/02		3/31/02	9/30/04		12/31/02	

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the Town of Sanford (Maine)		Grant Type and Number Capital Fund Program Grant No: ME36P011-501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/03 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$42,638	\$42,638	\$42,638	\$42,638
3	1408 Management Improvements	\$5,000	\$5,452	\$5,452	\$5,452
4	1410 Administration	\$5,000	\$5,000	\$5,000	\$5,000
5	1411 Audit	\$600	\$600	\$600	\$600
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$499	\$47	\$47	\$47
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$92,380	\$92,380	\$92,380	\$92,380
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$84,050	\$84,050	\$84,050	\$84,050
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$230,167	\$230,167	\$230,167	\$230,167
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: The Housing Authority of the Town of Sanford (Maine)		Grant Type and Number Capital Fund Program Grant No: ME36P011-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		\$42,638	\$42,638	\$42,638	\$42,638	Complete
	Staff Training	1408		\$5,000	\$5,452	\$5,452	\$5,452	Complete
	Non-tech Sal. & Benefits	1410		\$5,000	\$5,000	\$5,000	\$5,000	Complete
	Audit	1411		\$600	\$600	\$600	\$600	Complete
	Fees & Costs	1430		\$499	\$47	\$47	\$47	Complete
	New Snow-blower	1475	1	\$1,450	\$1,450	\$1,450	\$1,450	Complete
	New Mower	1475	1	\$1,100	\$1,100	\$1,100	\$1,100	Complete
	Computer Hardware	1475	Explained to HUD under separate cover	\$81,500	\$81,500	\$81,500	\$81,500	Complete
Sunset Towers ME36-011/002	Reconfigure 2 eff to one 1BR	1460	1	\$92,380	\$92,380	\$92,380	\$92,380	Complete

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program No: ME36P011-501-01 Replacement Housing Factor No:				Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	6/30/03		3/31/02	6/30/05		9/30/02	
East Side Acres ME36-011/001	6/30/03		3/31/02	6/30/05		9/30/02	
Sunset Towers ME36-011/002	6/30/03		3/31/02	6/30/05		9/30/02	

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program Grant No: ME36P011-501-02 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$23,016		\$23,016	\$23,016
3	1408 Management Improvements	\$40,843		\$40,843	\$40,843
4	1410 Administration	\$22,767		\$22,767	\$22,767
5	1411 Audit	\$700		\$700	\$700
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	\$313		\$313	\$0
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$95,500		\$95,500	\$93,626
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$36,341		\$36,341	\$36,341
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$219,480		\$219,480	\$217,293
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$6,500		\$6,500	\$6,454
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program Grant No: ME36P011-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		\$23,016		\$23,016	\$23,016	Complete
	Management Training	1408		\$5,000		\$5,000	\$5,000	Complete
	Office Staff Sal. & Bene.	1408		\$35,244		\$35,244	\$35,244	Complete
	Maint. Staff Sal. & Bene.	1408		\$599		\$599	\$599	Complete
	Non-tech Sal. & Benefits	1410		\$22,767		\$22,767	\$22,767	Complete
	Audit	1411		\$700		\$700	\$700	Complete
	Site Acquisition	1440		\$313		\$313	\$0	On schedule
	New Vehicle	1475	1	\$26,341		\$26,341	\$26,341	Complete
	Office Equipment – Software Contract, etc.	1475		\$10,000		\$10,000	\$10,000	Complete
Sunset Towers	Intercom System at Entry Door	1460	1	\$6,500		\$6,500	\$6,454	On schedule
ME36-011/002	Trash Compactor System Install	1460	1	\$17,000		\$17,000	\$15,300	On schedule
	Reconfigure 2 eff to one 1BR	1460	1	\$72,000		\$72,000	\$71,872	On schedule

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program No: ME36P011-501-02 Replacement Housing Factor No:				Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	5/30/04			5/30/06			
Sunset Towers ME36-011/002	5/30/04			5/30/06			

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program Grant No: ME36P011-501-03 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$36,117		\$36,117	\$0
3	1408 Management Improvements	\$36,117		\$36,117	\$0
4	1410 Administration	\$18,060		\$18,060	\$0
5	1411 Audit	\$1,193		\$1193	\$0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$100		\$100	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$54,000		\$16,000	\$0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$35,000		\$12,413	\$0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$180,587		\$120,000	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$8,000		\$8,000	\$0
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	\$8,000		\$0	\$0
26	Amount of line 21 Related to Energy Conservation Measures	\$20,000		\$0	\$0

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: The Housing Authority of the Town of Sanford (Maine)		Grant Type and Number Capital Fund Program Grant No: ME36P011-501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
East Side Acres ME36-011-001	Replace Fences	1460	Around entire devel.	\$8,000		\$0	\$0	On schedule
	Replace Windows	1460	12 units	\$20,000		\$0	\$0	On schedule
Sunset Towers ME36-011-002	Automatic Doors	1460	1 set (entry)	\$8,000		\$8,000	\$0	On schedule
	Reconfigure 2 eff to one 1BR	1460	1	\$8,000		\$8,000	\$0	On schedule
	Trash Compactor	1460	1	\$10,000		\$0	\$0	On schedule
PHA Wide	Operations	1406		\$36,117		\$36,117	\$0	On schedule
	Management Improvements	1408		\$36,117		\$36,117	\$0	On schedule
	Administration	1410		\$18,060		\$18,060	\$0	On schedule
	Fees/Costs	1430		\$100		\$100	\$0	On schedule
	Audit	1411		\$1,193		\$1,193	\$0	On schedule
	New Van	1475	1	\$25,000		\$2,413	\$0	On schedule
	New computer & software	1475	1	\$10,000		\$10,000	\$0	On schedule

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: The Housing Authority of the Town of Sanford (Maine)		Grant Type and Number Capital Fund Program No: ME36P011-501-03 Replacement Housing Factor No:					Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	9/16/05			9/16/07			
East Side Acres ME36-011/001	9/16/05			9/16/07			
Sunset Towers ME36-011/002	9/16/05			9/16/07			

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the Town of Sanford (Maine)			Grant Type and Number Capital Fund Program Grant No: ME36P011-501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$36,117			
3	1408 Management Improvements	\$36,117			
4	1410 Administration	\$18,060			
5	1411 Audit	\$1,793			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$100			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$16,000			
10	1460 Dwelling Structures	\$49,400			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$23,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$180,587			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$67,400			

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: The Housing Authority of the Town of Sanford (Maine)		Grant Type and Number Capital Fund Program Grant No: ME36P011-501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
East Side Acres ME36-011-001	Replace furnace in community room	1475		\$18,000				
	Upgrade electrical service in community room	1475		\$5,000				
	Replace Windows	1460	12 units	\$22,000				
	Replace furnaces	1460	12 units	\$12,940				
	Replace water heaters	1460	12 units	\$8,460				
	Duct work associated with above	1460	12 units	\$6,000				
	Replace playground equipment	1450		16,000				
PHA Wide	Operations	1406		\$36,117				
	Management Improvements	1408		\$36,117				
	Administration	1410		\$18,060				
	Fees/Costs	1430		\$100				
	Audit	1411		\$1,793				

[illegible]

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name The Housing Authority of the Town of Sanford (Maine)				<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
	Annual Statement				
PHA Wide		\$91,587	\$91,587	\$91,587	\$91,587
East Side Acres		\$50,000	\$58,000	\$42,000	\$0
ME36-011/001					
Sunset Towers		\$39,000	\$31,000	\$47,000	\$89,000
ME36-011/002					
CFP Funds Listed for 5-year planning		\$180,587	\$180,587	\$180,587	\$180,587
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year :_2_ FFY Grant: 2005 PHA FY: 2005			Activities for Year:_3_ FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	PHA Wide	Operations	\$36,117	PHA Wide	Operations	\$36,117
Statement		Management Improvements	\$36,117		Management Improvements	\$36,117
		Administration	\$18,060		Administration	\$18,060
		Fees/Costs	\$100		Fees/Costs	\$100
		Audit	\$1,193		Audit	\$1,193
	East Side Acres	Conversion of	\$50,000	East Side Acres	Resurface Parking	\$58,000
	ME36-011/001	Heating Plants		ME36-011/001	Lot (see also 2007)	
	Sunset Towers	Energy	\$39,000	Sunset Towers	Energy	\$31,000
	ME36-011/002	Improvements/		ME36-011/002	Improvements/	
		Lighting (see also			Lighting	
		2006)				
Total CFP Estimated Cost			\$180,587			\$180,587

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year : _4_ FFY Grant: 2007 PHA FY: 2007			Activities for Year: _5_ FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide	Operations	\$36,117	PHA Wide	Operations	\$36,117
	Management Improvements	\$36,117		Management Improvements	\$36,117
	Administration	\$18,060		Administration	\$18,060
	Fees/Costs	\$100		Fees/Costs	\$100
	Audit	\$1,193		Audit	\$1,193
East Side Acres	Resurface Parking	\$42,000	East Side Acres	-	-
ME36-011/001	Lot		ME36-011/001		
Sunset Towers	Install Windows (see	\$47,000	Sunset Towers	Install Windows	\$13,000
ME36-011/002	also 2008)		ME36-011/002	Re-point Brick	\$76,000
Total CFP Estimated Cost		\$180,587			\$180,587

Attachment A: Explanation regarding merging public housing units

Due to lack of demand for efficiency apartments, Sanford Housing Authority has considered merging adjacent pairs of such units into single one-bedroom units. This was done in the past on two occasions, once using 2000 CFP funds and once using CFP 2001 funds. Currently the Sanford Housing Authority is merging efficiency apartments number 608 and number 610 in Sunset Towers (ME36-011/002) into a one-bedroom apartment, using funds from CFP 2002 and CFP 2003. No resident displacement has occurred or will occur due to these changes, as all efficiencies involved were vacant for some time before reconfiguration. It is anticipated that this final merge will be completed in 2004. All new units are (or will upon completion) be in compliance with Section 504 and all other relevant requirements.

Attachment B: Explanation regarding CFP fund allocation issues

For 2002:

\$819 over the maximum allowed was inadvertently charged to Administration (BLI 1410). Procedures have been put in place to prevent this from occurring again.

The costs listed under Site Acquisition (BLI 1440) were actually used for Fees & Costs (BLI 1430). Procedures have been put in place to prevent this from occurring again.

Items such as “Trash Compactor System Install” will be allocated under BLI 1475 in the future.

For 2000:

Items such as “Replace Office Flooring” will be allocated under BLI 1470 in the future.